

C.V

It's my privilege to hereby attach my detailed resume aiming at joining your esteemed organization for a position that utilizes my qualifications and experience

I am anxious to join a progressive organization where my ability and talent will be recognized and rewarded

Please contact me for any further details you might need and i am looking forward for an early opportunity of a personal interview to discuss my abilities and talents, which will be beneficial to your organization

Thank You

Yours Truly

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Ibrahim Abdel Razek

E-mail:

Hema.kimo2088@gmail.com

Mobil No.:

00201062857810

Date of birth:

10/03/1985

Nationality:

Egyptian

Marital Status:

Married

Military Status:

Completed

Career Objective

Seeking a career in an organization that will allow me to exploit my ability. In response that I will take my job with great sense of responsibilities and expert to make a positive contribution as usual

PROFILE: Honest, Hard and Smart Working, Fast learner, Team Leader, Cheerful, Approachable, open minded, Meticulous and patient.

Education Background

University: Mansoura University

Faculty of Commerce

Graduation Year: 2006

Languages: Arabic "Mother Tongue "

English "Good Written and Spoken"

Computer Skills

"Windows – Word – Excel – Opera Version 4& 5 System- Scala back-office system – Sun System 6 –Micros – Comsys payroll system "

Work Experience

1) – Parrotel Lagoon Resort SharmElsheikh – New Opening

Position: Asst. Financial Controller (In Charge) – Opening Team
From 01/10/19 till Now

DUTIES AND FUNCTION:

*** Daily Duty**

- Make review for daily analysis (revenue – cost – A/R collection)
- Make review for each petty cash and check directions for all expenses
- Make check for daily general cashier inventory and cash deposit in bank by general cashier

- Make check for daily business call analysis & entertainment
- Make review for any checks payment during the month

*** Monthly Duty**

- Make review for all J.V from all accounting department
- Make sure all J.V posting on back office system
- Make financial statement closing
- Make comparison analysis between actual & budget & last year & Forecast
- Make analysis for reasons of less or increased between actual &

budget

- Review all monthly inventory

*** General Duty**

- Review all activities in hotel and try to increase the profit for this activities by addition any function or less any expenses
- Review all purchasing needs for hotel and coordinate that with other department
- Review the balance analysis for assets & liabilities
- Follow up all accounting staff on work and be sure each one able to do his work by condition way
- Organize wok between staff to be sure we didn't have any double work to make a waste time
- Make schedule training for staff to improve the performance on work
- Make schedule training between staff internal accounting department
- Sharing G.M and heads of department the ways for improve the quality performance for the hotel.

2) – Parrotel Aqua Park Resort SharmElsheikh

Position: Asst. Financial Controller

From 01/06/16 till 30/09/2019

DUTIES AND FUNCTION:

- Ensures all money and checks are deposited intact with the bank
- Ensures the accuracy of the content of deposit envelopes
- Monitor foreign currency exchange rates used in the hotel
- Checks and processes the monthly authorized payroll
- Checks and processes the monthly rank and file payroll, ensuring that employees are authorized in compliance with the hotel's policies.
- Prepares and calculates final pay.
- Analyzes pay-roll reports, to report discrepancies and take action accordingly in cooperation with the HR Department
- Prepares and submits all required payroll journals for month end
- Reconciles and controls the operation of the hotel's bank accounts
- Prepares all appropriate period closing reports and entries
- Prepares all necessary period end closing reports
- Completes period end journals
- Prepares reports as requested to develop a more informative database for improved management decision making and critical evaluation of work activities
- Prepares all appropriate period closing reports and entries
- Works closely and proactively with all Departments
- Trains and supports employees with the end of shift reports
- Attends meetings and training required by the Controller and Human Resources dept.
- Assists colleagues when needed
- Ensures guest satisfaction by performing duties such as attending to their requests and inquiries courteously and promptly
- Accepts flexible working schedule when necessary for the hotel's uninterrupted service

3) - Radisson BLU Resort Lagoon SharmElsheikh

Position: Senior Chief Accountant (Pre-Opening Hotel).

From 01/10/15 till 31/05/2016

DUTIES AND FUNCTION:

- 1- Prepares the following management and government reports:
 - Monthly profit & loss statement with supporting schedules.
 - Monthly balance sheet with supporting schedules.
 - Monthly financial highlights and statistics.
 - Monthly analyses off accounts.
 - Monthly report on budget and expenditures.
- 2- Computes the following:
 - Management fee.
 - Quarterly corporate income tax.
 - Quarterly percentage tax.
 - Internal revenue taxes and licenses.
- 3- Performs the reconciliation of the following.
 - Bank accounts.
 - Receivables companies accounts.
- 4- Keep custody of all Books of Accounts:
- 5- Performs other duties as may be assigned.

4)-Parkinn by Radisson BLUResort SharmElsheikh

Position: Chief Accountant

From 01/07/2014 till 30/09/2015

DUTIES AND FUNCTION:

- 1- To verify and audit all the below points according to policies and procedures
 - Audit and recording all monthly J.V to General Ledger.
 - Audit supplier invoices and handling payment.
 - Expense reimbursement with supporting documents
 - Expense reimbursement with supporting documents Payroll reports with supporting documents at the month end.
 - Direct expenses \ invoices (Non inventory).
 - Loyalty program Credit note and invoices (Assessment fees)
- 2 - Prepare Bank reconciliation statement.
- 3 - To prepare the General Ledger Reconciliation
- 4 - To adjust entries to be prepared on the basis of General Ledger reconciliation.
- 5- To prepare, post and update standard journal vouchers and adjustment journal voucher entries at the month end, such as – Prepaid expense, operating provisions, payroll, payroll accruals, provisions, allocation of expense etc.
- 6- Carries out any other duties, within the scope of the job, as directed by Financial Controller

5)-Parkinn by Radisson BLUResort SharmElsheikh

Position: Senior Accountant

From: 01/05/2013 till 30/06/2014

DUTIES AND FUNCTION:

- 1- To verifies and checking figures, and documents for accuracy.

- 2- Organize and maintain all files record in accordance with policies and procedures.
- 3- The General Cashier's Report and Income JV. Supplier invoices, and General Ledger coding of expenses.
- 4- Supplier payments with supporting invoices, received notes, purchase request and purchase order.
- 5- Resolve invoices discrepancies.
- 6- Complete monthly end closing report.
- 7- Prepare bank reconciliation statement.
- 8- Prepare and reconcile balance sheet.

6)-Parkinn by Radisson BLUResort SharmElsheikh

Position: Accounts payable supervisor.

From 01/07/2010 till 30/04/2013

7)-Parkinn by Radisson BLUResort SharmElsheikh

Position: Accounts payable.

From 01/07/09 till 30/06/10

8)-Parkinn by Radisson BLUResort SharmElsheikh

Position: General Cashier & Paymaster.

From 01/06/2008 till 30/06/2009

References

- 1- Mr. Nagy Eshak (FC Radisson Blue El Quser Resort) Mobile 01006493188
- 2- Mr.Saied Mansour (FC Parrotel Aqua Park Resort) Mobile 01002702096
- 3- Mr. Islam Mousa (G.M Parrotel Lagoon Resort) Mobile 01115222223

General

“In Case of This Application Achieve Your Requirements All the Required Papers Will Be Submitted and I Will Prepare to Work Hard to Justify Your Selection”